ADUR & WORTHING COUNCILS

Revenues & Benefits Service

PO Box 5000, Worthing
West Sussex, BN11 1JN

Phone: 01273 263444 (Adur residents)
Phone: 01903 221062 (Worthing residents)
E-mail: revsbens@adur-worthing.gov.uk

For use by Adur Homes tenants

Please use this form to tell us about a change in your address.

If there have been any other changes in your circumstances, please complete a new claim form.

Claim number

Your name

Your old address

Your new address

Which benefit do you want to claim at your new address?

Housing Benefit ☐ Council Tax Support ☐ Both ☐

What was the exact date that you moved? / /

When did your tenancy/licence end at your old address? / /

When did your tenancy/licence start at your new address? / /

Apart from moving home, have there been any other changes in your circumstances? Yes ☐ No ☐

If there have been other changes in your circumstances, please tell us about them by completing a new claim form.

Please read this declaration carefully before you sign and date it.

I understand that if I give information that is incorrect or incomplete, you may take action against me, which may include prosecution. You will use the information I have provided to process my claim for Housing Benefit, Council Tax Support or both at my new address. I declare that:

- The information I have given is true and complete.
- My new address is the property where I normally live.
- I am not claiming Housing Benefit or Council Tax Support for any other address.
- Apart from my change of address, there have been no other changes in my circumstances.
- If there are any future changes in my circumstances, I will write to the Benefit Section straight away.

Signature of person claiming

Date / /

Partner's signature

Date / /

You must tell us straight away if there are any changes to your circumstances that might affect your benefit entitlement.

If the change means that you are entitled to more benefit and you don't tell us within one month, we may not be able to award all the extra benefit.

If the change means that you are entitled to less benefit and we have already paid too much, you are likely to be asked to repay the money. We will write to you to explain how the money should be repaid.

Examples of changes you must tell us about include

- You start receiving Universal Credit
- You stop receiving Income Support or Job Seeker's Allowance
- Your Working Tax Credit or Child Tax Credit changes
- You move (even if you only move to a different room or flat within the same property)
- A child leaves school or leaves home
- You have a baby
- Your child starts to be cared for, or stops being cared for, by a registered childminder, nursery or playgroup
- Someone moves into or out of your home (including lodgers and subtenants)
- Your income, or the income of anyone living with you, goes up or down
- You or anyone living with you becomes a student, or starts on a Government Training Scheme
- You or anyone living with you goes into hospital or a nursing home, or goes into prison (even if this is on remand)
- You or anyone living with you gets a job, changes their job or becomes unemployed
- You or anyone living with you gets a second job
- You return to work after a period of illness and have been receiving benefit
- Your rent changes
- You or your partner will be away from home for two weeks or more (where possible, tell us about this before you go)
- You receive a decision on your immigration status from the Home Office
- Someone starts to receive Carer's Allowance for looking after you
- You change the bank account we are paying your Housing Benefit into

This information and/or evidence can be brought to The Shoreham Centre, Pond Road, Shoreham-by-Sea (between 9:00am and 5:00pm Monday to Friday). Alternatively, it can be brought to Portland House, 44 Richmond Road, Worthing or posted to the address shown at the top of this form. All original documents posted to this office will be photocopied and returned to you.